



- Identify the job requirements relating to the possible need for safety footwear.
- Require full-time use (during duty status) of required safety footwear by employees.
- Anyone requiring standard issue safety footwear will send the request by letter to 377 LG/LGSDT. In the event of a size problem or improper fit, the employee should be referred to 377 MDG Orthopedic Clinic (SGOSO). For special foot apparel, i.e., orthopedic safety shoes/boots, refer to AFI 41-115.

1.6.14.9.1. (Added) Supervisors will prepare one copy of KAFB Form 300, **Notification of Civilian/Military Injury/Illness or USAF Property Damage**, (located on Kirtland web site) to record all facts pertaining to a mishap (see AFI 91-204, *Safety Investigations and Reports*, for mishap class and definition). The supervisor will ensure that notification of a mishap is passed to the unit safety representative and the base safety staff within 2 hours for on-duty mishaps during normal duty hours. Notify the Kirtland Command Post within 2 hours for on-duty mishaps after normal duty hours, but not later than the next duty day for off-duty mishaps. Supervisors must forward written mishap data to the base Safety office and unit safety representative within 2 workdays following a mishap. Unit commanders must sign **all** KAFB Forms 300. Do not delay forwarding a copy of the mishap data to the base Safety office (377 ABW/SE) while awaiting the commander's signature. Supervisors may send information by fax, 846-9086, then follow up by sending the signed original KAFB Form 300 to 377 ABW/SEG.

Commanders and managers will assist the unit safety representative with timely investigation and preparation of necessary reports.

1.6.14.9.2. (Added) Supervisors will inform the attending physician that light or limited duty is available within the organization or work area. After the attending physician evaluates each medical condition and with medical concurrence, work toward returning the individual to duty at the earliest time.

1.6.14.9.3. (Added) When a supervisor knows or strongly suspects an injury or damage claim against the government is not true, they must controvert (disagree, in writing, to Civilian Personnel when civilians are involved).

1.6.15.1.1. Employees will comply with all safety related standards. Wear all personal protective equipment, as required. Identify situations, which may require the use of safety footwear to the supervisor/functional manager for evaluation.

1.6.15.3.1. (Added) 377 MDG/SGPE will provide prescription glasses according to applicable directives. Spectacles will have side shields permanently attached. Schedule authorized personnel for appointment with the optometrist, if required, and coordinate a date and time for final fitting and adjustment. Make minor adjustments on spectacles to ensure proper fit during the useful life of the spectacles. Maintain a list of eye-hazard areas.

3.1. (Added) Each unit will provide the base Safety office with a current, complete, and updated workplace facilities list of buildings they are responsible for, at least annually, prior to the annual safety inspection or as additions and deletions occur.

3.1.1. Unit safety representatives will perform administrative area inspections annually, within their unit during the month identified by the base Safety office. Every third year, the base Safety office will perform the unit's inspection. Units will forward their completed inspection report to the base Safety office within 20 days after completing their inspection. Include a copy of the checklist used, the identified discrepancies, corrective action taken, work order or job order numbers, contract numbers, and estimated completion dates. Open hazards must continue to be tracked according to the guidance contained in AFI

91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*.

3.1.2. (Added) Each safety specialist will perform spot inspections. They must accomplish at least two spot inspections per week; include after normal duty hours and holidays. The safety specialist will document spot inspections on the spot-inspection log and annotate any after-hours spot inspections in red. Follow up identified discrepancies or hazards to the responsible unit utilizing AFMC Form 916, **Industrial Safety Memo**. The unit will have a 10-day suspense for responding to the identified hazard or hazards. If the organization can correct the deficiency within the 10 days, include that status with the response letter. Place copies of AFMC Form 916 in the unit's safety management book within the Safety office.

**3.1.2.1. (Added) High-interest Areas.** The base Safety office will designate high-interest areas. Assigned safety personnel will inspect these areas monthly. Each safety specialist will maintain a high-hazard area spot log for annotating his or her hazards. Assigned high-hazard areas will rotate approximately every 180 days among safety specialists to provide the maximum potential to identify hazardous work-related conditions. Safety will accomplish reviews of the high-hazard area list, internally, at least annually to determine the necessity to keep areas on the high-hazard list.

3.1.3. Units will conduct inspections as required by AFI 91-301, AFMC Supplement 1, paragraph 2.14.4.3. Units will document safety inspections on AFMC Form 316. Retain meeting minutes and inspections in unit management book for one year or until after the annual safety inspection by 377 ABW/SEG.

4.3.7. Safety specialists will record hazards identified with a risk assessment code of 4 or 5 not abated within 30 days on KAFB Form 3, **Safety Hazard and Deficiency Log (SHDL)**, located in the Safety office. The unit will maintain KAFB Forms 3 for each hazard and forward a status copy to 377 ABW/SEG every 90 days until the hazards are abated.

5.2.2.1. The base Safety office will send a cover letter with instructions for ALSAFECOM messages to each unit, when applicable. Each identified unit will reply to the base safety office, by indorsement, by the suspense date assigned, to show action taken and date of completion. If follow up is required, the applicable unit will respond, in writing, every 30 days with a status to the base safety office until the unit completes and closes the action.

7.11. 377 ABW/CC is responsible for the Bird/Aircraft Strike Hazard (BASH) program for KAFB. Due to the unique mission at KAFB and by host-tenant agreement, the 58th Special Operations Wing (SOW), in coordination with 377 ABW/SE, develop and administer the BASH program. A representative of 377 ABW/SE will attend BASH meetings.

8.2.6. Confined Space Program. Kirtland AFB Instruction (KAFBI) 91-204, *Confined Space Program*, contains specific requirements of the Confined Space Program.

8.2.7. Lockout/Tagout Program. KAFBI 91-205, *Lockout/Tagout Program* contains specific requirements of the Lockout/Tagout Program.

**11.5. Forms prescribed.** KAFB Form 3, **Safety Hazard and Deficiency Log (SHDL)** and KAFB Form 300, **Notification of Civilian/Military Injury/Illness or USAF Property Damage**.

## Attachment 6

### COMMANDER'S UNIT GROUND SAFETY PROGRAM

**A6.1. Commander's Unit Ground Safety Program.** The Kirtland AFB ground safety program depends upon effective commander and unit ground safety programs. Since the majority of hazard abatement actions are the direct responsibility of the functional manager, it is logical to provide the ground safety program from the commander level down to the individual. The commander's support of the unit's mishap prevention program will enhance combat capability and readiness preparedness.

#### **A6.2. Unit Commander Responsibilities.**

**A6.2.1.** Maintain overall responsibility for the unit ground safety program. To assist in program management, the commander will:

**A6.2.2.** Select an officer, NCO, or civilian knowledgeable in the mission and activities of the unit. Individuals appointed should have a minimum of 9 months retainability. Select an individual and forward the individual's name, in writing, (see **Attachment 2**), to the Ground Safety office. Retain a copy in the unit ground safety management and continuity book.

**A6.2.3.** Review the status of the unit ground safety program monthly with the unit safety representative. He/she is your eyes and ears; talk frequently.

**A6.2.4.** Ensure all personnel requiring training according to AFI 91-207, The US Air Force Traffic Safety Program, and AFI 91-301, Air Force Occupational and Environmental/Safety Fire Protection Health (AFOSH) Program are scheduled and attend.

#### **A6.3. Unit Ground Safety Representative' Responsibilities.**

**A6.3.1.** Upon appointment, attend training when scheduled by the Ground Safety office.

**A6.3.2.** Brief the commander frequently on the status of the ground safety program. Update the commander on unit mishap experience, education activities, and pros and cons of the overall mishap prevention program.

**A6.3.3.** Conduct safety self-inspections according to AFI 91-202, *The Air Force Mishap Prevention Program*, or as determined by the local Ground Safety office. Use the checklists provided by the Ground Safety office as a guide during unit inspections.

**A6.3.4.** Conduct an aggressive hazard-reporting program as directed by Chapter 4 of AFI 91-202. **Ensure** AF Form 457, **USAF Hazard Report**, and instructions for use are readily available to all personnel. Attaching this form and instructions to safety bulletin boards is one means of accomplishing this requirement.

**A6.3.5.** Disseminate mishap prevention information such as mishap summaries, bulletins, messages, special subjects for inspection, seasonal campaigns, etc.

**A6.3.6.** Maintain a ground safety management and continuity book. See the unit safety representative training guide for content required.

**A6.3.7.** Establish written internal ground mishap reporting procedures. Notify the ground Safety office of all ground mishaps using the guidance in paragraph 1.6.14.9 of this supplement.

## Attachment 7

## SAFETY REPRESENTATIVE APPOINTMENT LETTER

MEMORANDUM FOR

FROM: 377 ABW/SEW

SUBJECT: Safety Representative Appointment Letter

1. Request unit/squadron commander, 377 ABW office, or directorate, provide an appointment letter for a primary **and** alternate safety representative to manage and oversee his/her responsibilities for the unit/squadron, office or directorate Mishap Prevention Program. The safety representative will perform annual inspections of administrative areas according to AFI 91-202. **Please complete endorsement below (include a fax number and e-mail address) and return entire letter to 377 ABW/SE not later than \_\_\_\_\_.**

2. POC is the undersigned, 377 ABW/SE, 6-4226. Fax this information to: 846-9086.

SYLVIA M. IBERRY

Chief of Safety

1st Ind, \_\_\_\_\_

(Unit/Squadron/Directorate &amp; Office Symbol)

\_\_\_\_\_

(Date)

TO: 377 ABW/SEG

1. Primary: First, Last Name/Rank: \_\_\_\_\_

Office Symbol: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Date Trained: \_\_\_\_\_ Training Required: Yes \_\_\_ No \_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

2. Alternate: First, Last Name/Rank: \_\_\_\_\_ Duty Phone: \_\_\_\_\_

Office Symbol: \_\_\_\_\_

Date Trained: \_\_\_\_\_ Training Required: Yes \_\_\_ No \_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

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(Typed Name, Grade/Signature of Commander/Director)

SYLVIA M. MCBERRY  
Chief of Safety